



Community Eligibility Provision Reporting Instructions

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between **May 10 and 31, 2020.**

USDA [Memo SP 20-2017](#) discusses this requirement in more detail. USDA FNS [Memo COVID-19 Child Nutrition Response #6](#) provides the deadline extensions.

See reporting instructions below.

Due to COVID-19 and our staff working from home, please contact the CANS office at **DOE.SchoolLunch@state.sd.us** with questions.

Reporting Instructions

Step 1: Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

Step 2: Log in to the iCAN system and under “**Applications**” in the blue bar at the top of the screen click on “**Community Eligibility Provision**”



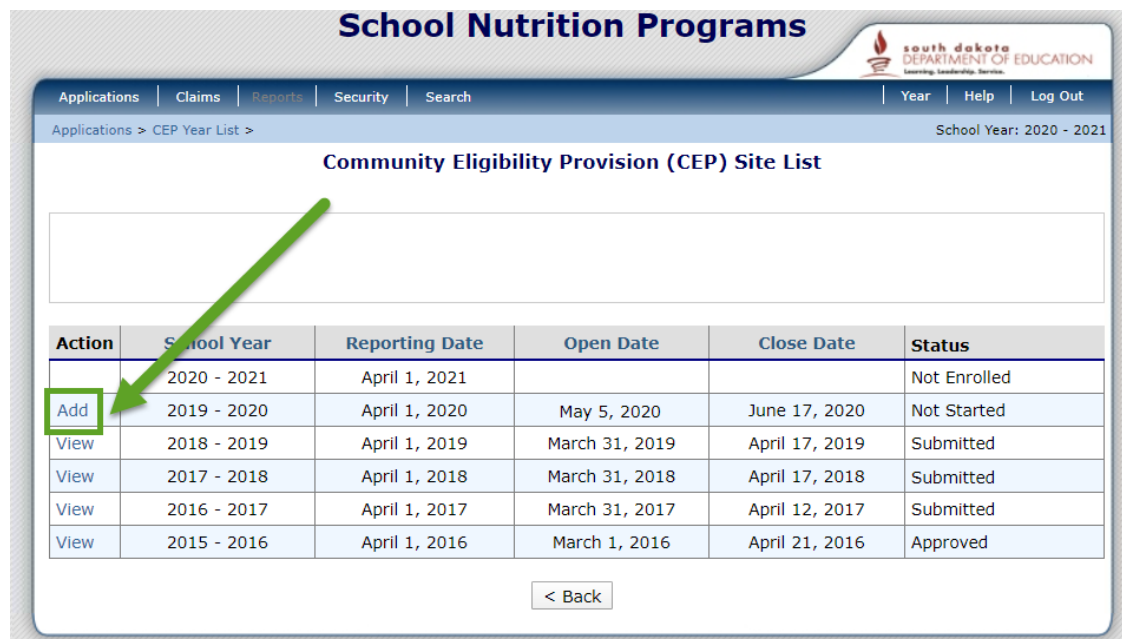
School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications >

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Step 3: Click “Add” for SY 2019-20



School Nutrition Programs

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > CEP Year List > School Year: 2020 - 2021

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2020 - 2021	April 1, 2021			Not Enrolled
Add	2019 - 2020	April 1, 2020	May 5, 2020	June 17, 2020	Not Started
View	2018 - 2019	April 1, 2019	March 31, 2019	April 17, 2019	Submitted
View	2017 - 2018	April 1, 2018	March 31, 2018	April 17, 2018	Submitted
View	2016 - 2017	April 1, 2017	March 31, 2017	April 12, 2017	Submitted
View	2015 - 2016	April 1, 2016	March 1, 2016	April 21, 2016	Approved

< Back

Instructions Continued

Step 4: For each site use data as of **April 1** and:

- ◇ Enter the Number of Identified Students
 - ◇ **Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination. Students approved free/reduced based on income should not be included in this number.**
 - ◇ **This number should come from your eligibility roster, the document you use to create your claims, OR from the iMATCH system.**
- ◇ Enter the Enrollment from Infinite Campus or NASIS
- ◇ Click **“Save”**

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Applications > CEP Year List > CEP Site Eligibility >

VIEW | MODIFY

Community Eligibility Provision (CEP) - Site Eligibility

General Information

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are *potentially eligible*.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0002	ELEM	0	0	0.00 %		
0001	HI SCH	0	0	0.00 %		
0003	JR HIGH	0	0	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 3

Export

Save Cancel

You can find more information and instructions about the iMATCH system in the [iMATCH Manual](#).

Step 5: A pop up will appear. Click **“Finish”** if you are done or **“Edit”** if you wish to revise your information.

- ◇ Remember to Log Out When you are finished.
- ◇ You will be able to modify your information until May 31, 2020.

Save Confirmation

Congratulations!

The form has been validated without errors.

< Edit Finish

iMATCH Instructions

for schools that currently operate a special provision (CEP, P2, P3)

SFAs that are approved for CEP, Provision 2, or Provision 3 – Please use iMATCH to determine the 'Identified Student' numbers per site. See instructions below:

Log in to iMATCH: <https://imatch.sd.gov/login.aspx>

If you do not know your Username or Password, please email DOE.SchoolLunch@state.sd.us

- After logging in, click on Student Eligibility (1) → Administration (2) → DC Matching (3) → Matched tab (4).
- Next, use the Site drop-down (5) to select an individual site.
- Next, use the Date range (6) to limit information from 7/1/19 to 4/1/20.
- Uncheck the Exclude checkboxes (7), and click Apply (8).
- After clicking Apply, the Identified Students will load for the site selected as 'Matched Students'. Use this count in CEP Reporting.

Repeat steps 5 - 8 if your agency has multiple sites listed in iCAN.

The screenshot shows the iMATCH web application interface. On the left is a navigation menu with items: Student Eligibility (1), System, Administration (2), Direct Approvals, DC Matching (3), DC Compliance, Grace Period Letters, Patrons, and Eligibility Reports. The main content area is titled 'DC Matching' and has four tabs: Potential Matches, Sibling Search, Matched (4), and File Search. Under the 'Matched' tab, there are fields for 'Academic Year' (set to 2019 - 2020), 'Site Code' (set to -- ALL --), and 'Site' (set to -- ALL --) (5). Below these are 'Student Details' fields for Last Name, First Name, ID, and Grade (set to --All--), and a 'Status' section with 'Active' checked and 'Inactive' unchecked. To the right of these is a 'Date' section (6) with 'From' (7/1/2019) and 'To' (4/1/2020) fields. Further right is a 'Match Method' section with checkboxes for System, Sibling, Manual, and Transfers. To the right of that is a 'File Details' section with a 'Case Number' field and 'Reset' and 'Apply' (8) buttons. At the bottom left, there is an 'Options' section (7) with two unchecked checkboxes: 'Exclude Previously Notified Students' and 'Exclude Previously Free Students'.